

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHAPLans

Annual Plan for Fiscal Year 2002

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**NOTE: THIS PHAPLAN TEMPLATE (HUD50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHAName: Southeastern Minnesota Multi -County Housing and
Redevelopment Authority

PHANumber: MN -197

PHAFiscalYearBeginning:(01 -01-2002)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by
contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

AnnualPHAPlan
PHAFiscalYear2002
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlights ofmajorinitiatives anddiscretionarypolicies thePHAhasincludedintheAnnualPlan.

TheSoutheasternMinnesotaMulti -CountyHousingandRedevelopmentAuthority(SEMMCHRA)has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The Agency Plan was completed using the following documents that govern our operations:

- AdmissionsandContinuedOccupancyPolicy
- Section8LeasingandOccupancyPolicy
- EqualHousingandOpportunityPolicy
- PetPolicy
- Move-OutPolicy
- RepaymentAgreementPolicy
- PersonnelPolicy
- CommunityRoomRentalPolicy
- MaintenancePolicy
- CommunityServiceRequirementsPolicy
- HomeownershipProgramAdministrativePlan
- FamilySelf -SufficiencyProgramActionPlan

Copiesofthesepoliciescanbelocatedatourmainofficeat134EastSecondStreet,Wabasha,MN.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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 - 9. Designation of Housing
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 - 11. Homeownership
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 - 13. Crime and Safety
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 - 18. Other Information

Attachments: Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration – **Nodeconcentration policy**
- FY2002 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart –
- FY2002 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards
 Other (List below, providing each attachment name)

Supporting Documents Available for Review: Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIA P Budget/Progress Report (HUD 52825) for any active CIA P grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing in home ownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
X	Most recent self -sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
NA	The most recent Public Housing Drug Elimination Program	Annual Plan: Safety and

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA: Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,145	2	4	2	5	3	3
Income > 30% but <= 50% of AMI	2,420	2	4	2	5	3	3
Income > 50% but < 80% of AMI	2,485	2	3	2	4	3	3
Elderly	2,234	2	1	2	2	3	3
Families with Disabilities	NA	2	2	2	5	3	3
Race-Dodge	28.6%	2	1	2	1	3	3
Race-Fillmore	28.2%	2	1	2	1	3	3
Race-Goodhue	33.9%	2	1	2	1	3	3
Race-Houston	30.9%	2	1	2	1	3	3
Race-Wabasha	30.2%	2	1	2	1	3	3
Race-Winona	39.3%	2	1	2	1	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: 2000

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8

Tenant-Based Assistance Waiting Lists: State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA -wide waiting list administered by the PHA.** PHAs may provide separate tables for site -based or sub -jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	148		186
Extremely low income <= 30% AMI	125	85%	
Very low income (> 30% but <= 50% AMI)	21	14%	
Low income (50% but < 80% AMI)	2	1%	
Families with children	98	66%	
Elderly families	6	4%	
Families with Disabilities	16	11%	
Race/ethnicity	White – 130	88%	
Race/ethnicity	Other – 3	10%	
Race/ethnicity	Black – 15	2%	
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List			
Only)			
1BR	12	43%	13
2BR	15	54%	3
3BR	1	3%	17
4BR	0	0	1
5BR	0	0	0
5+BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to open the list in the PHA plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs: Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by: Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

Other(listbelow)

Strategy2:Increasethenumberofaffordablehousingunitsby: Select allthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian

Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI: Selectall thatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIinpublichousing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIintenant -basedsection8assistance
- Employadmissionspreferencesaimedatfamilieswiththeconomichardships
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:Families atorbelow50%ofmedian

Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI: Select allthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly: Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: TargetavailableassistancetoFamilieswithDisabilities: Selectallthat apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs: Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing: Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government

- ResultsofconsultationwithresidentsandtheResidentAdvisoryBoard
- Resultsofconsultationwithadvocacygroups
- Other:(listbelow)

2. StatementofFinancialResources: [24CFRPart903.79(b)]:Listthefinancial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant -based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	35,790.00	
b) Public Housing Capital Fund	177,091.00	
c) HOPEVI Revitalization	-0-	
d) HOPEVI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant -Based Assistance	1,355,684.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
Family Self Sufficiency	31,309.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)	-0-	
3. Public Housing Dwelling Rental Income	231,000.00	
4. Other income (list below)		
Excess Utilities	2,100.00	
General Fund Investments	13,000.00	
Other Income	9,650.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Total resources	1,855,624.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing: Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: We verify at the time of application.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Credit Checks.

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Incometargeting:

- Yes No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan40%ofallnewadmissionstopublichousing tofamiliesatorbelow30%ofmedianareaincome?

b. Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(list below)

- Emergencies
 Overhoused
 Underhoused
 Medicaljustification
 AdministrativereasonsdeterminedbythePHA(e.g.,topermitmodernization work)
 Residentchoice:(statecircumstancesbelow)
 Other:(listbelow)

c. Preferences

1. Yes No: HasthePHAestablishedpreferencesforadmissiontopublic housing(othertandateandtimeofapplication)?(If“no”is selected,skiptosubsection **(5)Occupancy**)

2. Whichofthefollowin gadmissionpreferencesdoesthePHAplantoemployinthe comingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences:

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
 Victimsofdomesticviolence
 Substandardhousing
 Homelessness
 Highrentburden(rentis>50percentofincome)

Otherpreferences:(selectbelow)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
 Veteransandveterans’families
 Residentsholiveand/orworkinthejurisdiction
 Thosenrolledcurrentlyineducational,training,orupwardmobilityprograms
 Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
 Householdsthatcontributetomeetingincomerequirements(t argeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- 1 Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA - resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials

Other source (list)

b. How often must residents notify the PHA of changes in family composition?
(select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site -based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and development targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing

Other(list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

Not applicable: result of analysis did not indicate a need for such efforts

List (any applicable) developments below: Maple Grove Apartments and Scattered Site Housing

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

Not applicable: result of analysis did not indicate a need for such efforts

List (any applicable) developments below: Maple Grove Apartments and Scattered Site Housing

B. Section 8: Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug -related activity only to the extent required by law or regulation

Criminal and drug -related activity, more extensively than required by law or regulation

More general screening than criminal and drug -related activity (list factors below)

Other: Landlord Responsibility

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug -related activity

Other: Known address and rental history

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other: By Mail

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: Unable to locate housing or still looking.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

1 Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
 Drawing (lottery) or other random choice technique

5. If the PHA plan to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preference to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensure that the PHA will meet income-targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other: Owner's Manual

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

- Through published notices
 Other: Agency Newsletter; Cable TV; Briefings; Web Site.

4. PH A Rent Determination Policies : [24 CFR Part 903.79(d)]

A. Public Housing: Exemptions: PHAs that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies: Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below : Contained in Occupancy and Admissions Policy

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
 If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
 If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other: Change in household size

- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year? **If requested.**

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- This section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other: Operating Costs.

B. Section 8 Tenant -Based Assistance: Exemptions: PHA that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards : Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR **Most are at 100% but some counties and bdr sizes are at 105%**
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other: Not applicable.

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families

Other: Nonapplicable

d. How often are repayment standards reevaluated for adequacy? (select one)

Annually

Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

\$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management: [24CFR Part 903.79(e)]

A. PHA Management Structure : Describe the PHA's management structure and organization. (select one)

An organization chart showing the PHA's management structure and organization is attached. – **Attachment (mn197b04)**

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management: List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	110	34
Section 8 Vouchers	370-Combined	152
Section 8 Certificates		
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program	NA	NA

(PHDEP)		
Other Federal Programs (list individually)	NA	NA

C. Management and Maintenance Policies: List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- et* Admissions & Continued Occupancy Policy
- et* Repayment Policy
- et* Equal Housing Opportunity Policy
- et* Move-Out Policy
- et* Maintenance Policy
- et* Housekeeping Standards
- et* Community Room Policy

(2) Section 8 Management: (list below)

- et* Section 8 Leasing & Occupancy Policy
- et* Equal Housing Opportunity Policy

6. **PHA Grievance Procedures:** [24CFR Part 903.79(f)]: Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub -component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant -Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -

based assistance program in addition to federal requirements found at 24CFR982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs: [24CFR Part 903.79(g)]: Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

(1) Capital Fund Program Annual Statement: Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment (Capital Fund Parts I, II, III)
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

(2) Optional 5 -Year Action Plan: Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 -Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD -52834.

a. Yes No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan as Attachment

-or-

The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CF Optional 5 -Year Action Plan from the Table Library and insert here)

Optional Table 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

B. HOPE VI and Public Housing Development and Replacement

Activities (Non -Capital Fund): Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No:c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No:d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No:e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition: [24CFR Part 903.79(h)] Applicability of component 8:
Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input type="checkbox"/>
3. Application status (select one)	
Approved	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

7. Timeline for activity:

- a. Actual or projected start date of activity:
- b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities: [24CFR part 903.79(i)]; Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	

6. Number of units affected:
 7. Coverage of action (select one)
 Part of the development
 Total development

10. Conversion of Public Housing to Tenant -Based Assistance: [24CFR Part 903.79(j)]: Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name: 1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)	

<input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA : [24CFR Part 903.79(k)]

A. Public Housing g: Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional Public Housing**

AssetManagementTable? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26- 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA - established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs: [24 CFR Part

903.79(1)]: Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies

- Preference in admission to section 8 for certain public housing families
 - Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 - Preference/eligibility for public housing home ownership option participation
 - Preference/eligibility for section 8 home ownership option participation
 - Other policies (list below)
- b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	52	Waiting List	Main Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 06 -30-01)
Public Housing	29	9
Section 8	23	18

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address

the steps the PHA plan to take to achieve at least the minimum program size?
 If no, list the steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures : [24CFR Part 903.79(m)]:
 Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? MN197003,005,006

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan : PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications: [24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit: [24CFR Part 903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management: [24CFR Part 903.79(q)]: Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No : Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information: [24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached as Attachment
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other:(describe)

b. Eligible candidates:(select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other(list)

c. Eligible voters:(select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other(list) **See Attachment**

C. Statement of Consistency with the Consolidated Plan: For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Minnesota Housing Finance Agency

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:(select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other:(list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: **The HRA received a Certificate of PHA Consistency from the Minnesota Housing Finance Agency on 07 -27-01.**

D. Other Information Required by HUD: Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Statement of Progress in Meeting Missions and Goals Outlined in Current Five-Year Plan (mn197i04)

Resident Membership of the PHA Governing Board (mn197g04)

Section 8 Homeownership Program Capacity Statement (mn197j04)

Pet Policy (mn197f04)

Community Service Requirements Policy (mn197e04)

Homeownership Program Administrative Plan (mn197c04)

Family Self-Sufficiency Program (mn197d04)

Voluntary Conversion Assessment (mn197k04)

Component 3, (6) Deconcentration and Income Mixing (mn197a04)

Annual Statement/Performance and Evaluation Report AND Optional 5 year Action Plan Tables (mn19704)

Board Minutes reflecting public hearing for annual plans submission (mn197l04)

See Attachment (mn197h04) for Annual Statement/Performance and Evaluation Report.

Part II
Annual Statement MN197 -2002
Capital Fund Program

Development Description of Work Account Number Estimated Cost

MN197 006 General rehab. of apartments 1460109,059
Flooring, cabinets, doors, plumbing
Fixtures & systems, fire e
Safety, electric fixtures & systems

MN197 006 Air conditioners 145012,000

MN197 006 Appliances 1465.118,000

Part III: Implementation Schedule
Annual Statement -MN197 2002

Capital Fund Program

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-wide	June 30, 2004	June 30, 2005
MN197-003	June 30, 2004	June 30, 2005
MN197-005	June 30, 2004	June 30, 2005
MN197-006	June 30, 2004	June 30, 2005

Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

See Attachment (mn197h04) for completed tables.

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

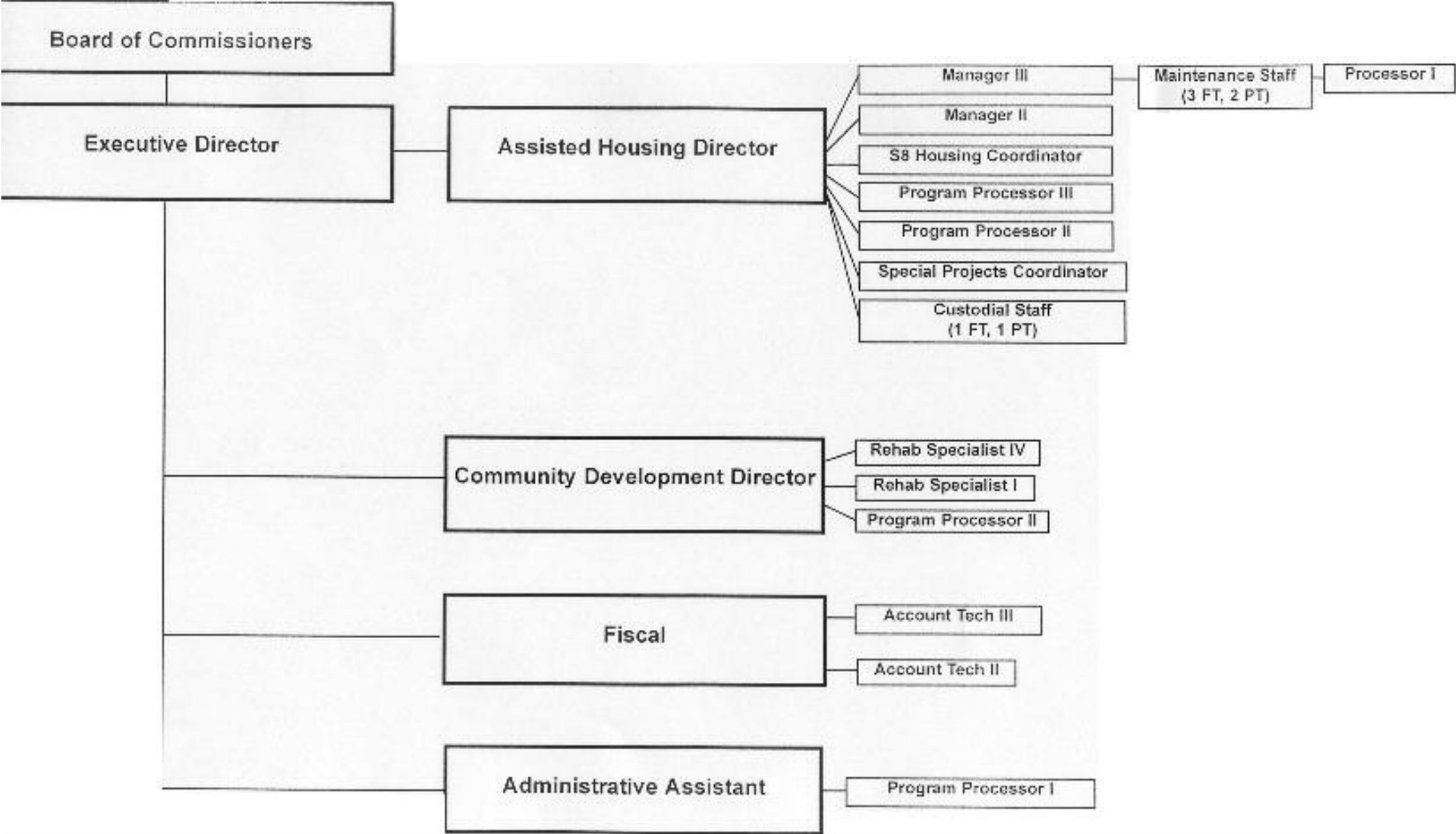
Component 3,(6)DeconcentrationandIncomeMixing

- a. Yes No: DoesthePHAhaveanygeneraloccupancy(family)publichousing developmentscoveredbythedeconcentrationrule?Ifno,this sectioniscomplete.Ifyes,continuetothenextquestion.
- b. Yes No: Doanyofthesecovereddevelopmentshaveaverageincomes aboveorbelow85%to115%oftheaverageincomesofallsuch developments?Ifno,thissectioniscomplete.

Ifyes,listthesedevelopmentsasfollows:

DeconcentrationPolicyforCoveredDevelopments			
DevelopmentName :	Number ofUnits	Explanation(ifany)[seestep4at §903.2(c)(1)(iv)]	Deconcentrationpolicy(if noexplanation)[seestep5 at §903.2(c)(1)(v)]
MN197-003	15	Scattered sitedevelopment	

SEMMCHRA Organizational Chart
January 2002



HOMEOWNERSHIP PROGRAM
ADMINISTRATIVE PLAN
August 14, 2001

I. GENERAL PROVISIONS

The Homeownership Program of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (herein referred to as SEMMCHRA) permits eligible participants in the Section 8 Housing Choice Voucher program the option of purchasing a home with their Section 8 assistance.

II. FAMILY ELIGIBILITY REQUIREMENTS

Each Section 8 homeownership program participant must be an existing recipient of a housing choice voucher or a current resident of Public Housing. In addition to this initial eligibility determination, the family must also meet the following eligibility requirements: 1. be a first-time homebuyer; 2. meet a minimum income requirement excluding income from "welfare assistance" sources (elderly and disabled families are exempt from this eligibility requirement); 3. meet the employment requirement (elderly and disabled families are exempt from this eligibility requirement); 4. have no current homeownership interest in a property; 5. have no prior default on a mortgage using homeownership assistance; 6. be compliant with current lease agreement; and 7. have no outstanding debt or unpaid rent to SEMMCHRA or any other housing authority.

The family must also fulfill the following participation requirements: 1. attend a 6-hour homeownership education course and credit counseling, as needed; 2. each adult member must submit to and pass a criminal background check; and 3. an income re-examination must be completed at least one time per year.

1. First Time Homebuyer.

Each participant must be a first-time homebuyer. First-time homebuyer is defined as an individual that has had no ownership interest in a property during the three (3) years preceding commencement of homeownership assistance. For the purposes of this program, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by the spouse) is considered a first-time homebuyer, as long as the displaced spouse does not have a mortgage obligation. The right to purchase title to a residence under a lease-purchase agreement is not considered "ownership interest". A member of a cooperative does also qualify as a first-time homebuyer.

2. Minimum Income Requirement

At the time the participant receives homeownership assistance, the family must have a gross annual income at least equal to the Federal minimum

hourly wage multiplied by 2000 hours, currently \$10,300. Any welfare assistance income received by the family will not be counted toward meeting the minimum income requirement. The disregard of welfare assistance income under this section affects the determination for the minimum income requirement only, and does not affect the determination of income eligibility for admission to the Section 8 housing choice voucher program, calculation of the family's total tenant payment, or calculation of the amount of home ownership assistance payments. In the case of an elderly or disabled family, SEMMCHRA will consider income from all sources, including welfare assistance, in evaluating whether the household meets the minimum income required to purchase a home using the home ownership assistance.

3. Employment Requirement

One or more adult members of the family who will own the home at commencement of home ownership assistance must be employed fulltime, at least an average of 30 hours per week, and have been continuously employed for at least 12 months prior to execution of a purchase agreement. SEMMCHRA may consider whether and to what extent an employment interruption is permissible in satisfying the employment requirement. Participation in the Family Self-Sufficiency program can be considered a compensating factor for borrowers with less than 12 months of employment. SEMMCHRA will also use discretion when it comes to self-employment. In order to reasonably accommodate a family's participation in the program, elderly and disabled individuals, and family's that include a person with disabilities, are exempt from this requirement.

4. Current Homeowners

Persons who already have a mortgage obligation for current home ownership may not utilize the home ownership assistance.

5. Prior Mortgage Default

Any adult household member that would be included as owner or co-owner of the property is ineligible to participate in the home ownership program if they have previously defaulted on a mortgage obtained using home ownership assistance.

6. Lease Compliance

Participant must be compliant with their current lease agreement and all other Section 8 program requirements. Participant must terminate their current lease in compliance with the lease agreement prior to commencement of home ownership assistance.

7. Payment of Housing Authority Debt

If an applicant has an outstanding debt or portion of an outstanding debt owed to SEMMCHRA or any other housing authority, applicant will be unable to participate in the homeownership assistance program, until the debt is paid in full.

FAMILY PARTICIPATION REQUIREMENTS

1. Homeownership Education Course/Credit Counseling

Participation in the homeownership program is conditioned on the family attending and successfully completing a 6-hour homeownership education course provided by or approved by SEMMCHRA, prior to commencement of the homeownership assistance. Participants shall also receive appropriate credit counseling by an approved credit counseling agency in the event that the participant has credit issues that require further corrective action.

2. Criminal Background Check

Each adult member of the participating family must submit to and pass a criminal background check. Participants that have prior criminal records which include: illegal drug trafficking, possession of an illegal substance with intent to distribute, illegal drug distribution, assault, armed robbery, theft, weapons possession, terrorist threats, fraud, or any other criminal activity considered to be threatening to the health, safety, or well-being of others, within 5 years prior to commencement of homeownership assistance, will not be allowed to participate in the homeownership program. SEMMCHRA may make considerations for such criminal history if the participant can show proof that they have received rehabilitation and are currently involved in an ongoing treatment program.

3. Annual Income Re-certification

Upon commencement of homeownership assistance, participants must complete an income re-certification at least one time annually. The re-certification process will begin with the application being sent to the participant no less than 90 days in advance of the effective date of the change. Participant must provide all current information regarding household income sources and family composition. All information will be third-party verified by SEMMCHRA. Participant will be notified of the adjustment to the amount of monthly housing assistance in writing no less than 30 days prior to the effective date of the change. SEMMCHRA

will also notify the lender of the change in the amount of monthly housing assistance at least 30 days prior to the effective date of the change.

SEMMCHRA will allow up to two interim adjustments between annual income re-examinations, in order to give consideration for substantial decreases to household income. Substantial decrease to household income would be a decrease of at least \$100 per month to household income.

III. FINANCING REQUIREMENTS/PROGRAM PROVISIONS

Once the family is determined eligible to participate in the homeownership program, the participant must comply with the following financing requirements/program provisions: 1. the participant has 180 days following issuance of the homeownership voucher in which to locate and submit a contract for sale on a property; 2. the maximum amount of time a participant can use homeownership assistance is 10 years or 15 years depending on financing terms; 3. the family is responsible for securing their own financing; 4. the assistance cannot be used toward closing costs; 5. the payment standard determines the maximum amount of assistance; 6. the assistance shall be paid to the lender or directly to the family; 7. SEMMCHRA must approve the financing; 8. any further purchasing requirements will be determined by the lender; and 9. there will be recapture provisions.

1. Locating and Purchasing a Property

Once the family has been issued a homeownership assistance voucher, the participant will be given 180 days (6 months) to locate a property to purchase. A home shall be considered "located" when the family submits a proposed contract of sale to SEMMCHRA, which includes the requisite components outlined below. Rental assistance shall continue until such time as the voucher is converted to homeownership assistance, upon closing of the property. Should the family be unable to locate a property to purchase, the voucher may be used toward rental assistance. At its discretion, SEMMCHRA may extend the allotted time given to locate a property.

- Prior to execution of the proposed sales agreement, the sales agreement must provide for an inspection by SEMMCHRA and an additional independent inspection, and must state that the purchaser is not obligated to purchase the property unless such inspections prove to be satisfactory to SEMMCHRA and the buyer. The contract of sale must include a condition that gives SEMMCHRA a reasonable time to inspect the home. The agreement must also state that the purchaser is not obligated to pay for any repairs necessary, and that all repairs must be made prior to closing. The proposed sales agreement must also contain a seller certification stating that the seller is not debarred, suspended, or

otherwise subject to a limited denial of participation under 24 CFR part 24.

2. Maximum Term of Homeownership Assistance

A participant may receive homeownership assistance for a period not to exceed ten years from the date of initial commencement of the assistance, if the initial mortgage incurred to finance the purchase has a term of less than 20 years. If the initial mortgage incurred to finance the purchase has a term of 20 years or more, then the maximum term for homeownership assistance is 15 years. The time limit applies to any member of the household who has an ownership interest in the property during the time that homeownership assistance payments are made.

Families that qualify as elderly or disabled at the commencement of the assistance are not subject to the maximum term limitation. If a disabled family ceases to qualify as disabled any time during the period of assistance, the appropriate maximum term becomes applicable from the date of commencement of the assistance.

3. Securing Financing

Each participant is responsible for securing their own financing. SEMMCHRA may develop partnerships with lenders, but cannot steer participants to any lender. Participant must receive pre-approval for financing from the family's chosen lender, prior to pursuing a property to purchase. If the participant does not receive pre-approval for financing, the participant is responsible for pursuing further credit counseling, etc. in order to insure pre-approval.

4. Closing Cost

The participant is responsible for all costs associated with the closing of the property. Such cost will be outlined on property settlement statement prior to closing. The participant is responsible to provide earnest money down upon submission of proposed contract of sale. Return of such earnest money is subject to the terms of the contract of sale.

5. Determining the Amount of Subsidy

The maximum subsidy is the lesser of: payments standard minus total family contribution or total monthly homeownership expenses minus total family contribution. The voucher payment standard is the fixed amount SEMMCHRA establishes annually for a unit of a particular size located within the jurisdiction of the home to be purchased. The applicable payment standard will be the lower of either: (1) the payment standard for

which the family is eligible for based on family size; or (2) the payment standard which is applicable to the number of bedrooms in the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the homeownership assistance; or (2) the payment standard in effect at the most recent annual income re-examination. The initial payment standard, for purposes of this comparison, will not be adjusted if there is a decrease in family size.

Monthly homeownership expenses include principal and interest on the initial mortgage or principal and interest on refinancing, any mortgage insurance premium incurred to finance the purchase, real estate taxes and public assessments, homeowner's insurance premiums, \$25 maintenance allowance, \$25 major repair allowance, and a utility allowance per SEMMCHRA's schedule of utility allowances.

The total family contribution is that portion of the homeownership expenses that the family must pay. It is generally calculated to be 30% of the family's adjusted monthly income, plus any gap between the payment standard and the actual housing cost. All sources of family income will be counted toward determining the total family contribution.

6. Housing Assistance Payments

SEMMCHRA will provide the Lender with a Certificate of Assistance, prior to closing, which will state the amount of the housing assistance. The housing assistance payment will be made to a limited access account set up through the Lender, unless otherwise required by the Lender, with the family's portion of the mortgage payment going to the same account. Should this option be unacceptable to the Lender, then the housing assistance payment will be made directly to the family, in which case the family will be responsible to submit full payment to the loan servicer.

7. SEMMCHRA Approval of Financing

The proposed financing terms must be submitted to and approved by SEMMCHRA prior to commencement of homeownership assistance. The lender must comply with generally accepted mortgage underwriting standards.

8. Further Purchasing Requirements

Any purchasing, down payment, financing and mortgage payment requirements will be determined by the mortgage product and lender the family chooses. The participant must comply with the terms set forth by the mortgage.

9. Recapture of Homeownership Assistance

The homeownership assistance provided to the family is subject to total or partial recapture upon the sale or refinance of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 homeownership assistance are not subject to recapture. Further, a family may refinance to take advantage of better terms without any recapture penalty, provided that no proceeds are "cashed out". Only cashed out proceeds from refinancing and sales proceeds not used to purchase a new home with homeownership assistance are subject to recapture. Further, the amount of homeownership assistance subject to recapture shall automatically be reduced in annual increments of 10% beginning one year from the purchase date. At the end of 10 years, the amount of homeownership assistance subject to recapture will be zero.

IV UNIT REQUIREMENTS

When participants are ready to locate a property to be purchased, the unit must be approved by SEMMCHRA using the following guidelines: 1. only certain housing types will be allowed; 2. the unit must pass an HQS inspection as well as an independent inspection; 3. the unit must be the participants primary place of residence.

1. Type of Home

Homeownership assistance can be used to purchase the following type of home within the service area of SEMMCHRA, which includes the counties of Dodge, Wabasha, Winona (excluding the City of Winona), Goodhue (excluding the City of Red Wing), Fillmore and Houston: an existing single family dwelling, condominium, townhome, cooperative, or mobile home on land owned by the homeowner. The home must already exist or be under construction at the time SEMMCHRA determines that the family is eligible for homeownership assistance. The unit to be purchased must be the only unit on the property, unless it is a condominium, townhome, or cooperative, and must not be defined as "ineligible" by HUD. Duplexes are not eligible properties.

2. Inspection

A SEMMCHRA representative must complete an inspection, to insure that the property complies with the Housing Quality Standards (HQS) of the Section 8 program. Any items found that do not comply with the HQS standards must be repaired prior to commencement of homeownership assistance. Repairs of such items are the seller's responsibility. The independent inspection must also be done to cover major building systems and home quality. The independent inspector is chosen and paid for by

the participant. A copy of the inspection report must be given to SEMMCHRA.

3. Primary Place of Residence

The property to be purchased must be the family's primary place of residence. Homeownership assistance will only be provided while the family resides in the home. The family will not be allowed to rent any space or room in the home to a third party. Only those household members listed on commencement of homeownership assistance will be allowed to live in the unit, unless otherwise approved by SEMMCHRA with prior notification from the participant. The family is not allowed to sell or transfer any portion of own ership interest to anyone other than a member of the assisted household who resided in the home while receiving homeownership assistance. Any changes in family composition must be reported to SEMMCHRA immediately.

V. TERMINATION POLICIES

Continued participation and termination of homeownership assistance is contingent on the following participant obligations: 1. failure to comply with the terms of the mortgage; 2. assistance discontinues automatically 180 days following the last homeownership assistance payment; 3. failure to comply with family obligations under Section 8 housing choice voucher program or the Section 8 homeownership assistance program.

1. Mortgage Delinquency/Default

The family must comply with the terms of any mortgage incurred to purchase the property. The participant must notify SEMMCHRA immediately following a mortgage payment delinquency (delinquency is defined as full payment not received within 30 days of due date). SEMMCHRA will require the family to attend ongoing budget and credit counseling in the event that the family has three (3) delinquent payments while using the homeownership assistance. In the event of default on the mortgage obligation, the homeownership assistance will cease the first of the month following the removal of the family from the property. If the family defaults, SEMMCHRA may permit the family to move with continued assistance through the Section 8 housing choice voucher rental assistance program if the family demonstrates that it has (1) conveyed title of the home to the lender, or other third party and (2) moved from the home within the period of time designated by the lender.

2. Automatic Discontinuation of Homeownership Assistance

Participation in the homeownership assistance program will continue until such time as the assistance payment amount reaches zero (\$0) for a period of six (6) consecutive months.

3. Failure to Comply with Family Obligations

A participant's homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 housing choice voucher program as outlined in the Section 8 housing choice voucher program administrative plan or the Section 8 homeownership assistance program, as outlined in the Section 8 homeownership assistance program administrative plan. The participant is required to read, understand, and sign a Statement of Homeownership Obligations prior to commencement of homeownership assistance, as shown on Appendix A. SEMMCHRA will notify the participant in writing of the incident and give the family a reasonable amount of time to correct the non-compliance. If the participant fails to correct the problem, the participant shall be entitled to the same termination notice and informal hearing procedures as set forth in the administrative plan of the Section 8 housing choice voucher program. If the participant follows through with the informal hearing and is found to be non-compliant, the homeownership assistance will terminate the first of the month following the incident, and the family will be responsible for the full mortgage payment amount.

SEMMCHRA may give consideration to convert the homeownership assistance voucher to a housing choice rental assistance voucher on a case-by-case basis. In a case where the homeownership assistance voucher is not allowed to be converted to rental assistance, the family must re-apply to the Section 8 housing choice voucher program and be placed on the waiting list.

THE EXECUTIVE DIRECTOR OF SEMMCHRA SHALL HAVE THE DISCRETION TO WAIVE OR MODIFY ANY OR ALL PROVISIONS OR POLICIES OF THE SECTION 8 HOMEOWNERSHIP ASSISTANCE PROGRAM NOT GOVERNED BY STATUTE OR REGULATION FOR GOOD CAUSE OR TO COMPLY WITH CHANGES IN HUD REGULATIONS OR DIRECTIVES.

APPENDIX A: SECTION 8 HOMEOWNERSHIP PROGRAM
FAMILY OBLIGATIONS

The following paragraphs describe your responsibilities under the Section 8 Homeownership Assistance Program. If you, or any member of your household, do not comply with these responsibilities, through your actions or your failure to act, the assistance you receive through the Section 8 Homeownership Assistance Program may be terminated.

1. Family Obligations. You must comply with all family obligations of the Section 8 Housing Choice Voucher program including:

- (a) Supplying required information. (1) The family must supply any information that the HA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR, part 5). Information includes any requested certification, release or other documentation. (2) The family must supply any information requested by the HA or HUD for use in a regularly scheduled re-examination or interim re-examination of family income and composition in accordance with HUD requirements. For provisions on re-examination and computation of income, see 24 CFR paragraph 813. (3) The family must disclose and verify social security numbers (as provided by part 5, subpart B, of this title) and must sign and submit consent forms for obtaining information in accordance with part 5, subpart B, of this title and 24 CFR part 813. (4) Any information supplied by the family must be true and complete.
- (b) Use and occupancy of unit. The family must use the assisted unit for residency by the family. The unit must be the family's only residence. (2) The composition of the assisted residence in the unit must be approved by the HA. The family must promptly inform the HA of the birth, adoption or court awarded custody of a child. The family must request HA approval to add any other family member as an occupant of the unit. No other person (i.e. no one but members of the assisted family) may reside in the unit (except for foster children or live-in aide as provided in paragraph (h)(4) of this section). (3) The family must promptly notify the HA if any family member no longer resides in the unit. (4) If the HA has given approval, a foster child or live-in aide may reside in the unit. The HA has the discretion to adopt reasonable policies concerning residence by a foster child or live-in aide, and defining when HA consent may be given or denied. (5) Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. (6) The family must not sublease or let the unit. (7) The family must not assign the lease or transfer the unit.
- (c) Absence from the unit. The family must supply any information or certification requested by the HA to verify that the family is living in the unit, or relating to family absence from the unit, including any HA requested

information or certification on the purposes of family absence. The family must cooperate with the HA for this purpose. The family must promptly notify the HA of absence from the unit.

- (d) Fraud and other program violation. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- (e) Crime by family members. The members of the family may not engage in drug-related criminal activity, or violent criminal activity (see section 982.553).
- (f) Other housing assistance. An assisted family, or members of the family may not receive Section 8 assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, state or local housing assistance program.

2. Housing Counseling. All participating family members (i.e. those signing the purchase offer and loan documents) must satisfactorily complete an approved homeownership-counseling course provided by SEMMCHRA or other approved agency. SEMMCHRA may also require additional credit and budget counseling as a condition of continued assistance.

3. Contract of Sale. You must include the following contract conditions to the contract of sale: (1) that SEMMCHRA has a reasonable amount of time to perform the HQS inspection of the property; (2) that any items found needing repair must be done so by the seller prior to property closing; (3) that the buyer is not obligated to pay for any cost incurred to repair any needed items; (4) that an independent inspection of major building systems and home quality must be performed on the property and a copy of that inspection must be provided to SEMMCHRA; and (5) that the seller certifies that they are not debarred, suspended, or otherwise subject to limited denial of participation in federally assisted programs set forth by HUD. **YOU MUST ADVISE YOUR REALTOR OR BUYER'S AGENT OF THESE REQUIREMENTS.**

4. Mortgage Obligations. You must comply with the terms of any mortgage incurred for the purchase of the property and must notify SEMMCHRA immediately of any late payment or default notice received. The family must sign an authorization for release of information to allow the lender to notify SEMMCHRA of such delinquency.

5. Occupancy. You must occupy the unit as your principal place of residence. You may not sell, transfer, convey or assign any interest in the property without prior notification to SEMMCHRA of your intent to do so, or without SEMMCHRA approval. You must notify SEMMCHRA in writing at least 30 days prior to your moving from the property.

6. Annual Income Re-examination. You must provide SEMMCHRA with current household income and family composition information at least onetime annually.
7. Default. In the event of loan default of your mortgage obligation, you must cooperate with SEMMCHRA and the lender to minimize any loss to the lender, in order to maintain your eligibility to continue as a participant in the Section 8 housing choice voucher rental assistance program.
8. Refinancing. You must notify SEMMCHRA in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain SEMMCHRA's written approval of such financing prior to executing any loan documents.
9. Recapture. You must sign and have recorded a deed, in the form required by HUD, securing SEMMCHRA's right to recapture a percentage of homeownership assistance provided to you upon your sale or refinancing of the home within a 10 year period after the initial purchase date of the home. The amount to be recaptured shall be calculated in accordance with HUD regulations and shall be subject to automatic reduction of 10% increments annually beginning one year from the purchase date.

By signing below, I attest that I have read and that I understand my obligations as a participant in the Section 8 Homeownership Assistance program. I agree to abide by these responsibilities. I understand that SEMMCHRA may terminate my homeownership assistance if I do not comply with any of these obligations. I also understand that I may request an informal hearing of any proposed notice of termination prior to the termination becoming effective.

Participant Signature

Date

Co-Participant Signature

Date

Program Coordinator Signature

Date

FAMILYSELF -SUFFICIENCYPROGRAM

ACTIONPLAN

REVISED August 17, 2001

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INTRODUCTION

The Family Self-Sufficiency (FSS) Program objectives are to improve coordination of both planning and delivery of services to families participating in FSS, to implement a case management system to identify needs of the participating FSS family, to establish interagency partnerships to achieve comprehensive service delivery, and to assess the accountability of the participating FSS family, the case manager, the FSS Coordinator and the agencies providing services and resources.

The participating FSS family must demonstrate a commitment to a personal action plan, which is customized based on the family's needs and capabilities. A greater level of self-discipline, self-esteem and self-motivation is achieved by accepting responsibility for decisions and actions. A family can elevate itself from a status of dependency to that of self-reliance and growth towards the goal of self-sufficiency.

Anticipated support services will be provided by public and private resources and will include: child care assistance, job development and training, transportation assistance, survival skills, and employability support.

The Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) will implement the Family Self-Sufficiency program using the selection and program guidelines outlined in this action plan.

1. PARTICIPANT OUTREACH

Marketing of the FSS program will be done according to an aggressive outreach plan. Information pertaining to the benefits of participating in the FSS program will be included in the Section 8 briefing session, and at the time of public housing lease signing. Monthly mailings will be made to persons newly admitted to the Section 8 rental assistance program or a public housing unit. Mailings will be done on a quarterly basis to current assisted housing participants. An FSS newsletter will be generated semi-annually and mailed to all current assisted housing participants. FSS brochures will be distributed to area Social Service agencies, Workforce Development, Inc. offices, Economic Development agencies, and Community Action Agencies. The FSS Coordinator will make personal contact with persons referred from Section 8/Public Housing staff or other outside agencies.

2. PARTICIPANT SELECTION

SEMMCHRA will select FSS participants from any interested, current Section 8 housing choice voucher rental assistance participants or any current public housing tenants.

Any current Section 8 rental assistance recipient or public housing tenant wanting to enroll in FSS must complete a pre-enrollment application and must meet with the FSS Program Coordinator at a designated location, date and time agreed upon. The family must also execute a Contract of Participation which outlines the family's and SEMMCHRA's obligations.

If there are more interested applicants than program slots available, enrollment to the FSS program will be granted on a first-come, first-served basis, derived from the date and time the pre-enrollment application is received in the SEMMCHRA office.

Current Section 8 rental assistance recipients and public housing tenants who owe money to the landlord to SEMMCHRA under the terms of the lease will not be allowed to participate in FSS until such time as the amount owed is paid in full, or a repayment agreement is executed between the family and SEMMCHRA or the landlord.

Previous FSS participants who did not complete the Contract of Participation may enroll again in the FSS program if they meet the selection criteria. Participants who successfully completed their FSS contract and received the escrow may not participate again.

3. CASE MANAGEMENT

Through a Cooperation Agreement, SEMMCHRA has contracted with the Workforce Development, Inc. offices in Wabasha County, Dodge County, Fillmore County, Houston County, and Goodhue County, and the Workforce Center in Winona County, to provide direct case management for FSS program participants.

The FSS Program Coordinator will interview each participant to evaluate the individuals' needs and develop an individual training and services plan to outline the participants' goals and activities necessary to attain the goals. Case management for the participant will then be referred to the Workforce Development, Inc. office in service area that the participant lives.

The assigned case manager will provide the FSS Coordinator with a copy of the employment plan executed between the Workforce Development, Inc. office and the FSS participant. The employment plan will also be incorporated into the individual training and services plan. The FSS Coordinator and the assigned case manager will be in contact at least one time per month to obtain updates on the progress of each FSS participant.

4. ESCROW ACCOUNT

The escrow account will be established at the time when a regular annual or interim reexamination of income is done following the effective date of the Contract of Participation, and earned income has increased from the baseline figures outlined on the contract. The baseline figures outlined on the contract will come from the most recent prior reexamination of income. If the most recent prior reexamination of income is more than 120 days old, then an interim reexamination will be performed to establish current baseline figures for the FSS contract.

Annual and interim reexaminations of income will be done in accordance with existing Section 8 housing choice voucher policy, and will not be done by request of the participant in order to begin the escrow account. Monthly escrow credit adjustments will be calculated with each annual or interim reexamination of family income occurring after establishment of the escrow account.

For the Section 8 FSS program, the funds for the escrow amount come from the reduced HAP amount. The escrow credit funds for the Public Housing program come directly from the family's rent paid to SEMMCHRA. For both programs, the monthly escrow credit will be held for non-payment of rent.

SEMMCHRA will deposit all escrowed funds into a single depository account for both the Section 8 FSS program and Public Housing FSS program. The total for each FSS account fund will be supported in SEMMCHRA's accounting records by subsidiary ledger. This ledger will show the balance applicable to each FSS family.

SEMMCHRA will disburse the total amount in the escrow account, less any money owed to SEMMCHRA, to the FSS family when one of the following occurs:

- When the family completes their obligations of the Contract of Participation or before the expiration date of the contract; or
- When 30% of the family's monthly adjusted income equals or exceeds the fair market rent for the unit size the family qualifies for under the guidelines set by HUD; **and**

- The family can prove that no member of the assisted household is receiving welfare assistance as described by HUD.

Forfeiture of the escrow account will happen when a participant is terminated from the FSS program and, at the time of termination, the participant did not comply with the family obligations of the Contract of Participation.

5. CHANGES IN FAMILY COMPOSITION

When a FSS head of household (as listed on the Contract of Participation) moves from the assisted unit before completion of the FSS contract, the remaining family members may designate another family member to assume the FSS Contract of Participation. In this case, the new head of household would execute an individual training and services plan with the FSS Coordinator, which would be included as a revision to the original Contract of Participation. The original expiration date of the contract would be enforced. An extension of up to two years beyond the original expiration date may be granted if the option has not already been exhausted.

If a FSS head of household moves from the assisted unit prior to completion of the FSS contract, and the remaining family members choose not to designate a new FSS head, the Contract of Participation will terminate and any escrow accumulation will be immediately forfeited.

6. TERMINATION OF FSS PARTICIPATION

The FSS Contract of Participation will be terminated in the event that any of the following occur:

1. Participant owes money to the landlord or SEMMCHRA;
2. Non-compliance with the lease agreement;
3. Immediately upon termination of Section 8 rental assistance or public housing lease agreement;
4. Non-compliance with the FSS Contract of Participation;
5. Committing program fraud;
6. Mutual agreement between family and SEMMCHRA.

Participants will be given written notice of SEMMCHRA's intent to terminate the FSS contract, including the reason for termination. Upon the participant's written request to SEMMCHRA within 10 days of the date of the notice, the participant will be given an opportunity for an informal hearing regarding the termination notice. The informal hearing will be done in accordance with the grievance procedures.

Termination of Section 8 rental assistance, or tenancy in a public housing unit, will be done at the discretion of the Section 8 or Public Housing staff, and will not terminate based solely on the termination of the FSS Contract of Participation.

7. PORTABILITY –SECTION 8

If a FSS family is eligible for and chooses to exercise portability to another housing authority jurisdiction, SEMMCHRA may take one of the following actions:

- Permit the family to remain enrolled on SEMMCHRA's FSS program, so long as the family can continue to meet its obligations of the contract while living in the new location; or
- Transfer the enrollment to the receiving housing authority, provided that the receiving housing authority will allow the family to be enrolled in their FSS program; or
- Terminate the FSS contract if the family cannot fulfill its obligations in the new location and the receiving housing authority is not willing to accept the family into their FSS program. In this case, the escrow funds would be forfeited.

If the receiving housing authority absorbs the family's voucher, any accumulated escrow account must be transferred to the receiving housing authority.

A FSS family who is transferring into SEMMCHRA's jurisdiction may join our FSS program if there is a slot available. If there is no slot available, the family will be given selection preference for the next available slot.

For families entering our FSS program through portability, the initial contract of participation will be terminated and a new contract will be executed. The effective date of the new contract will be the date in which the family becomes enrolled in SEMMCHRA's FSS program. However, the expiration date of the new contract will be the same as the original contract with the initial housing authority. The amounts listed on the new contract for annual income, earned income, and family rent will be the same as those listed on the initial contract.

Whichever housing authority is party to the Contract of Participation will be responsible for monitoring the family's FSS status, and, for reporting purposes, would include the family as a participant on their FSS program.

SEMMCHRA RESERVES THE RIGHT TO MODIFY THIS PLAN OF ACTION AT ANY TIME ACCORDING TO CHANGES IN HUD REGULATIONS FOR FSS ADMINISTRATION, SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE POLICY CHANGES, AND/OR PUBLIC HOUSING ADMINISTRATIVE POLICY CHANGES. ANY REVISIONS OR ADDENDUMS MADE TO THIS ACTION PLAN WILL BE DONE IN ACCORDANCE WITH HUD REGULATIONS AND WILL BE SUBMITTED TO HUD FOR APPROVAL.

SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

The Public Housing Reform Act of 1998 mandates that Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) have a community service and self-sufficiency program.

The community service and self-sufficiency provision is intended to assist adult residents in improving their own and their neighbors' economic and social well-being and give residents a greater stake in their communities. The program offers another option for residents to explore and experience work environments that may not have been possible for them without this provision. Residents with more experience and exposure to the world of work could possibly lead to employment or training, and ultimately enhance the quality of life for these families. Congress believes that the community service and self-sufficiency provision allows residents an opportunity to "give something back" to their community and facilitates upward mobility.

A. Requirements.

1. Every adult (non-exempt) resident of public housing must perform 8 hours of community service each month, or participate in a self-sufficiency program for at least 8 hours every month or a combination of each activity for a total of 8 hours each month.
 - The term **Community Service** is defined in 24 CFR 960.601 as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. Also, community service or self-sufficiency activities performed by residents must not be substituted for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.
 - The term **Economic Self-Sufficiency Program** is defined in 24 CFR 5.603 as any program "designed to encourage, assist, train or facilitate the economic independence of HUD-assisted families or to provide work for such families." These programs include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program

necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

B. Exempt Individuals.

1. Those who are 62 years or older;
2. Is a blind or disabled individual, as defined under 216(1)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions or is the primary caretaker of such an individual.
3. Is engaged in work activities.
4. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State-administered welfare-to-work program; or
5. Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State-administered welfare-to-work program.

C. Verification of Exempt Status

1. Residents and applicants who have demonstrated general eligibility criteria as elderly (persons 62 years or older); blind or disabled or primary caretakers of such an individual do not have to provide any additional verification to SEMMCHRA to meet the exempt status.
2. Persons who are exempt because of the following, will be required to provide written documentation from the welfare department to verify their exempt status:
 - Exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State-administered welfare-to-work program;
 - Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State of Minnesota including a State-administered welfare-to-work program.

D. Process

1. The SEMMCHRA will evaluate which residents are required to participate and those that are exempt during the initial and reexamination interview. Resident will be required to report changes in their status after initial determination within 30 days.
2. The SEMMCHRA will give the family, prior to full implementation, a written description of the service requirement; the process for claiming status as an exempt person; process for determining any changes to the

exempt or nonexempt status; and the verification required by SEMMCHRA. The written notifications shall identify the family members who are subject to the service requirement, and the family members who are exempt persons.

3. The resident must supply written documentation to verify exemption within 30 days of notification.
4. The SEMMCHRA will provide information to residents on organizations that can assist in placement to meet the community service and self-sufficiency requirement.
5. SEMMCHRA will review a family's compliance with the service requirements and must verify such compliance annually at least 30 days before the end of the 12-month lease term.

E. Resident Responsibilities

1. Provide and cooperate with the SEMMCHRA regarding verification of exempt or nonexempt status for community service and self-sufficiency requirements.
2. Residents are expected to obtain written verification of completion of the activities and the number of hours performed from the participating agency or organization. The SEMMCHRA will provide residents with a form, which the agency can complete and resident can submit to SEMMCHRA, monthly.

F. Non-Compliance

1. If SEMMCHRA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation (non-compliant resident), the SEMMCHRA will notify the resident of this determination. The SEMMCHRA notice to the resident will briefly describe the non-compliance and state that:
 - a. The SEMMCHRA will not renew the lease at the end of the twelve-month lease term unless:
 - The resident, and any other non-compliant resident, enter into a written agreement to cure such non-compliance and cure such non-compliance in accordance with the agreement; or
 - b. The resident may request a grievance hearing on the SEMMCHRA determination, in accordance with the grievance procedure.

SOUTHEASTERN MINNESOTA MULTI -COUNTY HRA PET POLICY

Section 31 of the U.S. Housing Act of 1937 regarding the ownership of pets in public housing general occupancy developments indicates that Housing Authorities must implement policies permitting public housing residents to own pets, subject to reasonable requirements established by agency. To this end, the Southeastern Minnesota Multi -County Housing and Redevelopment Authority has adopted "reasonable" pet rules.

The purpose of this policy is to ensure that pet ownership shall not be injurious to persons or property, or violate the rights of all residents to clean, quiet and safe surroundings.

The following regulations shall then apply for the purpose of maintaining a pet in your unit:

1. Selection Criteria

A. Approval

Prior to accepting a pet for residency in this community, owner must agree to follow all provisions of this policy. In addition, the pet owner must provide to the owner and/or his/her agent, proof of the pet's good health and suitability under the standards set forth under "basic guidelines" in the criteria. In addition, in the case of dogs and cats, proof must be given and renewed annually, of the animal's licensing and vaccination record together with proof of spaying and neutering.

B. Basic Guidelines

1. The following types of common household pets will be permitted under the following criteria.

a. Dogs (small)

- 1) Maximum number: One (1)
- 2) Maximum adult weight: 25 pounds
- 3) Must be house broken
- 4) Each female dog over six (6) months of age shall be spayed and each male dog over eight (8) months of age shall be neutered.
- 5) Must have all required vaccinations
- 6) Must be licensed
- 7) Must wear identification collar. **Or**

b. Cats

- 1) Maximum number: one (1)
- 2) Must be declawed

- 3) Each female cat over six (6) months of age shall be spayed and each male cat over eight (8) months of age shall be neutered.
- 4) Must have all required vaccinations
- 5) Must be trained to a litter box, with litter box changed frequently.
- 6) Must wear an identification collar.
- c. Birds - Must be reported but no fees or deposit required.
 - 1) Maximum number: two (2)
 - 2) Must be maintained in cage at all times.
- d. Fish - Must be reported but no fees or deposit required.
 - 1) Maximum aquarium size: twenty (20) gallons
 - 2) Must be maintained on approved stand.

11. Pet Fees and Deposits

- A. A non-refundable pet fee of \$100 shall be required for each pet in compliance with federal guidelines. A refundable pet deposit of \$200 shall be required for each pet to cover additional costs attributable to the pet. The pet deposit will be returned when the tenant vacates the unit, and management has determined that the deposit is not needed to pay for damages or charges caused by the pet.
- B. A new resident who owns a pet must pay the pet fees and deposit at the time of the lease signing. A resident living in public housing that would like to acquire a pet must pay fees and deposit before bringing the pet to the unit.
- C. Resident's liability for damages caused by his/her pet is not limited to the amount of the pet deposit and the resident will be required to reimburse the SEMMC HRA for real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.
- D. All units occupied by a pet will be fumigated upon being vacated. Any infestation of a unit shall be the responsibility of the pet owner. Infestation of adjacent units or common areas attributable to a specific pet shall be liable for the cost of correcting the infestation.

11.1. Pet Rules

1. Residents must be in good standing with SEMMCHRA before issuance of a pet permit. Good standing is defined as a resident who complies with the terms of the lease agreement. A resident not in good standing is one with a history of lease violations including, but not limited to, housekeeping, late or delinquent rent payments, or noise complaints.
2. All pets shall be maintained within the resident pet owner's unit. When outside, the pet shall be kept on a leash and under the control of the resident at all times. Under no circumstances shall any pet be permitted to roam free, or be left tied up outside unattended.
3. All animal waste or litter from cat litter boxes shall be picked up immediately by the pet owner and disposed of in sealed trash bags and

placed in trash bins. Cat litter and pet cages shall be changed at least every two (2) days. No pet waste shall be placed in the sinks or toilets. Charges for unclogging toilets/drains or clean-up of common areas required because of attributable pet nuisance, shall be billed to and paid by the resident pet owner.

4. Pets are not allowed on the lawns at any time. Seeing eye dogs, guide dogs, signal and service dogs are exempt from this regulation.
5. Pet owners shall keep their pets under control at all times. Pet owners shall assume sole responsibility for liability arising from injuries sustained by any person attributable to their pet and agree to hold the owner and management harmless in such proceedings.
6. Resident pet owners agree to control the noise of his/her pets such that it does not constitute a nuisance to other residents. Failure to control pet noise may result in the removal of pet from the premises.
7. No pet shall be left unattended in any unit for longer than twelve (12) hours.
8. All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for his/her pet. Pets which appear to be poorly cared for or which are left unattended for longer than twelve (12) hours will be reported to the appropriate authority and will be removed from the premises at the pet owner's expense.
9. Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies to pets, or are easily frightened by such animals. The resident, therefore, agrees to exercise common sense and common courtesy with respect to such other resident's right to peaceful and quiet enjoyment of the premises.
10. No disturbances by pet shall be allowed which interferes with the quiet enjoyment of other residents, visitors, Housing Authority staff or agents of the Housing Authority. Such disturbances include, but are not limited to: barking, howling, growling, chirping, biting, chewing, scratching, meowing, or others such activity that threatens or disturbs others.
11. Cancellation of the pet permit will result if the pet becomes a documented nuisance or health threat. The resident will be given no more than two written notices of the nature of the violation, with the opportunity to correct the situation. Upon third notification of violation, the resident will be required to remove the pet promptly or be evicted. In an emergency situation, such as an attack of a person or other domestic animal, cancellation of the pet permit will result without issuance of warning.
12. Resident must identify an alternate custodian for their pet(s), in the event the resident becomes incapable of caring for the pet. If any pet is left unattended, and it is determined by the Housing Authority that the pet(s) is in distress or is suffering from lack of care, the Housing Authority will enter the unit to remove the pet, or cause the pet to be removed, and deliver the pet to the proper authority. The Housing Authority is not responsible for the pet under such circumstances, and any/all cost

associated with the removal or return of the pet is the resident's responsibility.

13. The residents shall not alter the dwelling unit or any other area on the premises in any manner to accommodate the pet.
14. The Housing Authority is not responsible for a pet in the event of the pet escaping from the dwelling unit while Housing Authority staff; representatives or agents are conducting their job duties. Housing Authority staff, at their discretion, may refuse to enter a unit if a pet is not leashed, kenneled, or is otherwise left unattended in the unit.
15. The resident agrees to have their pet kenneled when staff need to enter the unit for inspections or repairs.
16. The resident understands that all fees, deposits, required documentation, and Pet Permission Lease Addendum must be signed and in place before the pet is allowed on the premises.

1V Notification Policy

Creation of a nuisance

1. The owner of any pet which creates a nuisance upon the grounds, or by excessive noise, odor or unruly behavior, shall be notified in writing of the violation by management and shall be extended no more than a twenty-four (24) hour compliance period.
2. Management shall provide written notification to the pet owner of dangerous behavior and the pet owners shall have not more than twenty-four (24) hours to correct the animal's behavior, or remove the pet from the premises.
3. Consistent with local and state ordinances, management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct the dangerous behavior of his/her pet within the compliance period.
4. Any pet which causes physical harm to any resident, guest, staff member or other authorized person present upon the grounds, shall have pet permit immediately revoked.
5. Cancellation of the pet permit will result if the pet becomes a documented nuisance or health threat. The resident will be given no more than two written notices of the nature of the violation, with the opportunity to correct the situation. Upon third notification of violation, the resident will be required to remove the pet promptly or be evicted.

AFFIDAVIT

I have read and understand the pet policy of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority and agree to comply fully with its provisions. I understand that failure to comply may constitute reason for removal of my pet(s). If the removal of the pet(s) from the premises is required by management, I agree to allow such removal and understand that my failure to so agree shall constitute grounds for eviction.

Resident Signature : _____.

Resident Signature : _____.

Date: _____.

The above named resident has read and signed these rules in my presence:

Signature: _____.

Title: _____.

Date: _____.

Veterinarian's Health Report

This pet, belonging to _____ has been
examined by me and I find the animal to be healthy and stable with the following
exceptions: _____

Breed: _____

Weight: _____

Color: _____

Age: _____

_____ I certify that this pet has been spayed/neutered.

_____ I certify that this pet has received and is up to date on all of the required
vaccinations.

Doctor of Veterinary Medicine : _____

Date: _____

Addendum to Lease Pet Permission

This agreement entered into this _____ day of _____, 20__ by
and between the Southeastern Minnesota Multi -County Housing and Redevelopment
Authority, owner and _____ resident
amends and supersedes article 9 of the lease agreement. In consideration of their mutual
promises, the resident agrees to abide by all terms outlined in the pet policies that have
been signed by the resident and attached to this lease addendum.

The resident desires and has received permission from the owner to keep the pet named
_____ and described as _____.

In the event of default by resident of any of the terms of this agreement, resident agrees
upon proper written notice of default from owner, to cure the default, remove the pet, or
vacate the premises.

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Management Approval: _____

Membership of the Resident Advisory Board

The Resident Advisory Board consists of the following members:

Mary Lou Beckman
Lake City, MN

Frederick Engelking
Pine Island, MN

Christine Flak
Wabasha, MN

Manual Guajardo, Sr.
Wabasha, MN

Bernice Bitter
Wabasha, MN

Shirley Huth
Wabasha, MN

Staff of the HRA working in conjunction with the Resident Advisory Board includes:

Janeen Sampson
Joseph Wheeler
Anne Bergan

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName SEMNMulticountyHousingandRedevelopmentAuthority	GrantTypeandNumber CapitalFundProgram MN46P19750102 CapitalFundProgram ReplacementHousingFactorGrantNo:	FederalFYofGrant: 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Costs		Total Actual Costs	
		Original	Revised	Obligated	Expended
1	Total Non-CIAP Funds				
2	1406 Operations	18,100.00			
3	1408 Management Improvements				
4	1410 Administration	8,575.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11,430.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	106,670.00			
11	1465.1 Dwelling Equipment--Nonexpendable	17,145.00			
12	1470 Nondwelling Structures	4,760.00			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost	1,900.00			
18	1498 MOD Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of lines 2-19)	168,580.00	-	-	-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 16 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 16 Related to Energy Conservation Measures				

AnnualStatement/PerformanceandEvaluationReport

CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)

PartII:SupportingPages

PHANName		GrantTypeandNumber			FederalFYofGrant:			
SEMNMulticountyHousingandRedevelopmentAuthority		MN46P19750102			2002			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWorkCategories	DevAcctNo.	Quantity	TotalEstimatedCosts		TotalActualCosts		Statusof ProposedWork
				Original	Revised	FundsObligated	FundsExpended	
HA-W,DE	Operations	1406	LumpSum	18,100				
HA-W,DE	Administration	1410	LumpSum	8,575				
MN197-006	HireA/EforRehabWork	1430	LumpSum	11,430				
MN197-006	GeneralRehabofApartments,Flooring,Cabinets,Doors, PlumbingFixtures&Systems,FireSafety,Electric Fixtures&Systems	1460	5	106,670				
MN197-006	InstallAirconditioners							
MN197-006	ReplaceStoves&Refrigerators(24ea.)	1465	48	17,145				
MN197-003	Garage	1470	LumpSum	4,760				
MN197-006	RelocationCosts	1495.1	LumpSum	1,900				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHAName: SEMNMulti-CountyHousing&RedevelopmentAuthority			GrantTypeandNumber CapitalFundProgram#:MN46819750102 CapitalFundProgramReplacementHousingFactor#:			FederFYofGrant: 2002	
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuartEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
HA-W,DE	12/31/2003			6/30/2005			
MN197-006	12/31/2003			6/30/2005			
MN197-003	12/31/2003			6/30/2005			

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN197-006	Maple Grove "B" Building	4	10%		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
General Apartment Rehab			\$ 480,000.00	2002	
Total estimated cost over next 5 years			\$ 480,000.00		

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN197-005	Maple Grove "A" Building	2	4%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Boilers			\$15,000.00	2003
Total estimated cost over next 5 years			\$ 15,000.00	

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MN197-004	Scattered Sites	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
General Dwelling Improvements			\$ 24,500.00	2003
Total estimated cost over next 5 years			\$ 24,500.00	

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
MN197-003	Scattered Sites	0	0%		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
General Dwelling Improvements			\$24,500.00	2003	
Total estimated cost over next 5 years			\$ 24,500.00		

Statement of Progress in Meeting Mission and Goals Outlined in Current Five -Year Plan

Progress made on each of the HRA's goals stated in the 1999 Annual Plan are outlined below consistent with the numbering in the plan:

1. We served 428 households through the Section 8 Rental Assistance Program.
2. Housing rehabilitation deferred loans were provided to 26 households.
3. A newsletter was published in June and December.
4. The Annual Report was completed in May.
5. Program information was inserted in HAP checks once per quarter.
6. The Section 8 Program was marketed through our webpage and brochure mailings.
7. One (1) meeting was held for landlords with only two (2) persons attending.
8. The FSS Programistalked aboutateach briefing and applicants are encouraged to apply.
9. FSS Program materials are distributed to all service providers in SE Minnesota.
10. The FSS Coordinator works with participants in completing their contracts.
11. SEMMCHRA works directly with PIC and social services to coordinate efforts to assist FSS participants.
12. The FSS Coordinating Committee meets on a quarterly basis.
13. Fair Housing materials are placed in each briefing packet.
14. Fair Housing is discussed at each briefing.
15. Persons are referred to legal services for any fair housing issues.
16. The newsletters contain articles about home ownership programs available through the HRA.
17. Brochures outlining the HRA's home ownership program are distributed to interested persons.
18. The HRA has First Time Home Buyer funding available. All persons inquiring about home ownership opportunities are encouraged to attend home buyer training and counseling.
19. The HRA applied for and received HOMERental Rehabilitation funding.
- 20-21. The HRA worked with three (3) communities and submitted applications for funding for rehabilitation loan/grant programs.
- 22-23. The HRA worked with two (2) communities and submitted applications for funding for revitalization programsto eliminate slum and blight.
24. The HRA meet with local employers in Winona County to identify housing needs and develop strategies for meeting housing need.
25. The HRA partnered with one (1) employer in the City of Hayfield County in providing both rental townhomes and for sale twin homes.

Section 8 Homeownership Program Capacity Statement

The Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) does not currently operate a Homeownership Program. However, we do plan to begin a Homeownership Program now that HUD has issued their Final Rule.

As provided in the final rule at 982.625, SEMMCHRA will employ one of the following criteria in administering this program:

1. Establish a minimum homeowner down payment requirement of at least three (3) percent and requiring that at least one (1) percent of the down payment come from the family's resources; or
2. Require that financing for purchase of a home under our Section 8 Homeownership program will: (1) be provided, insured or guaranteed by the state or Federal government; (2) comply with secondary mortgage market underwriting requirements; or (3) comply with generally accepted private sector underwriting standards.

SEMMCHRA has put together a working group of four (4) Housing and Redevelopment Authorities and three (3) mortgage lenders to complete a plan for administering this program. SEMMCHRA hopes to have a program in place by the fall of 2001.

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Voluntary Conversion Assessment SEMMCHRA

In determining that a development may be appropriate for conversion, must conclude that the development meets the following tests:

1. Conversion would not be more expensive than continuing to operate the development (or a portion of it) as public housing;

Program	2001 PH Subsidy & Capital Monies S/8 Operating Expenses	Unit Months	PUM
PH	\$273,821.00	1320 (110x12)	207.44
S/8	\$1,202,507.00	4440 (370x12)	270.83

Operating Section 8 is not more expensive than public housing to operate.

2. Conversion would principally benefit residents of the public housing development to be converted and the community:

All four public housing units are new or recently remodeled and fit very well in the community. Residents would not benefit from the conversion. Our units are well maintained, work order system is computerized and preventative maintenance is a high priority.

3. Conversion would not adversely affect the availability of affordable housing in the community:

Lease up has been at 97% in our public housing. 100% of fair market rents have been used for our Payment Standards, with a few exceptions going to 105% of FMR. The 41 units, which do not principally house elderly and disabled persons are scattered throughout a three county service area and would not adversely affect the availability of affordable housing in the community.

Component 10(B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

4

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and disabled developments not general occupancy projects)?

0

- c. How many Assessments were conducted for the PHA's covered developments?

1 assessment per development

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessment.

None

- e. If the PHA has not completed the Required Initial Assessment describe the status of these assessments.

N/A

**EXTRACTS FROM THE MINUTES OF ANNUAL MEETING
OF THE COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA
MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON THE
19th DAY OF SEPTEMBER, 2001**

The Commissioners of Southeastern Minnesota Multi -County Housing and Redevelopment Authority met in an annual meeting at the SEMMCHRA office in Wabasha, MN, at the hour and date duly established for the holding of such meeting.

Commissioner Roberts called the annual meeting to order and on role call the following answered present:

Jack Roberts	Robert Beniak	Leonard Lodermeier
Doug Klevos	Mary Lou Beckman	John Cole
Jerry Heim	Manuel Guajardo, Sr.	

Others Present: Mary Rivers, Teresa Rinehart, Tracy Wohlers, Anne Bergan, and Dave Stoltman

The addendum to the agenda was reviewed. Motion made by Commissioner Beckman and seconded by Commissioner Cole to accept the addendum to the agenda. Passed unanimously.

A motion was made by Commissioner Beckman and seconded by Commissioner Heim to open the public hearing to discuss the SEMMCHRA Five Year Plan. Passed unanimously. There were no members of the public in attendance at the hearing. A county commissioner did come, but after the public hearing. Staff briefed those in attendance about the requirements for drafting and submitting the Annual Plan as part of Public Housing's Five Year Plan. The major change in this year's Annual Plan was the addition of the Section 8 Homeownership Administrative Plan. The Section 8 Homeownership Program uses voucher toward mortgage payments.

With no further questions or comments, a motion was made by Commissioner Beckman and seconded by Commissioner Klevo to close the public hearing. Passed unanimously.

A motion was made by Commissioner Lodermeier and seconded by Commissioner Guajardo to approve the 2002 Annual Plan. Passed unanimously.

OLDBUSINESS:

The minutes were reviewed and discussed from the regular meeting held on August 15, 2001. Motion made by Commissioner Cole seconded by Commissioner Beckman to approve the minutes. Passed unanimously.

Staff reviewed with Board the Financial Summary Reports. Motion was made by Commissioner Beckman and seconded by Commissioner Heim to approve the Financial Summary Reports. Passed unanimously.

Staff reviewed the Section 8, Public Housing, Rivers Edge, Pepin Apartments, Lake Pepin Plaza, Greenview Estates, Parkview Court, Holden Meadows, Countryside Way, Whispering Woods, Trailside Terrace, Rolling Hills, and Fuller Estates monthly reports.

Staff updated the Board on reports for the HOME Rental Rehab, Lewiston, Wabasha City SCDP, Wabasha County (Reads Landing), Pine Island, Plainview, Lake City, and Hayfield –PAH Home programs.

Staff recommended approval of SCDP loan #30140, SCDP loan Comm Lew #103, SCDP loan #36100, and SCDP loan #36101. Motion made by Commissioner Heim and seconded by Commissioner Lodermeier to approve SCDP loan #30140, SCDP loan Comm Lew #103, SCDP loan #36100, and SCDP loan #36101. Passed unanimously.

Staff reviewed subordinations that were approved since their previous meeting.

Staff did not recommend approval of Zum 113 subordination for \$116,000. Motion made by Commissioner Cole and seconded by Commissioner Lodermeier to deny subordination because the request did not meet Board standards. Passed unanimously.

Staff recommended approval of subordination HF132. Motion was made by Commissioner Klevost to approve subordination HF132 and seconded by Commissioner Beniak and upon the roll call the AYES and NAYES were as follows:

AYES

Jack Roberts
Robert Beniak
Leonard Lodermeier
Doug Klevost
Mary Lou Beckman
Jerry Heim
Manuel Guajardo, Sr.

NAYES

John Cole

The chairperson thereupon declared said motion carried.

Staff updated the board on the 2001 Capital Improvement for Public Housing.

Staff updated the Board on the Single Family Housing Projects. The house in Hayfield is still on the market, all other houses have been sold.

Staff updated the Board on Candlewood Heights and Hayfield Projects.

Staff updated the Board on the Greenbriar II Zumbrotta Project and ongoing TIF Projects.

Staff updated the Board on the Memory Lane Lawsuit.

Motion was made by Commissioner Beckman to recommend that staff pursue recovery of

\$50,000 plus legal expenses as settlement. This was seconded by Commissioner Guajardo and upon the roll call the AYES and NAYES were as follows:

AYES

NAYES

Mary Lou Beckman
Manuel Guajardo, Sr.
John Cole
Jack Roberts

Leonard Lodermeier
Doug Klevos
Robert Beniak

The chairperson thereupon declared said motion carried.

NEW BUSINESS:

Staff updated the Board on the City of Wabasha land acquisition.

Staff updated the Board on the City of Elgin Schumacher, Rollins, and Hoffman land acquisition. Staff requested authorization to borrow \$180,000.00 from the revolving loan fund at 6% interest until bonds are issued for the project (approximately six months).

Motion made by Commissioner Beckman and seconded by Commissioner Cole. Commissioner Cole to authorize staff to borrow \$180,000.00 from the revolving loan fund at 6% interest until bonds are issued for the project (approximately six months). Passed unanimously. Staff informed the Board that the City of Elgin did authorize a Tax Increment Financed district for these properties.

Staff recommended approval of Declaration of Official Intent of Southeastern Minnesota Multi-County Housing and Redevelopment Authority to reimburse certain expenditures from proceeds of indebtedness.

The following resolution was introduced by Commissioner Beniak, read in full and considered:

01-09-19-01

Commissioner Lodermeier moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Klevos and upon the roll call the AYES and NAYES were as follows:

AYES

NAYES

Jack Roberts
Robert Beniak
Leonard Lodermeier
Doug Klevos
Mary Lou Beckman
John Cole
Manuel Guajardo, Sr.

The chairperson thereupon declared said motion carried and resolution adopted.

Staff updated the Board on the City of West Concord land acquisition. Staff requested authorization for Board Chair to execute a special tax agreement with the City of West Concord.

Motion made by Commissioner Guajardo and seconded by Commissioner Lodermeier to authorize Board Chair to execute a special tax agreement with the City of West Concord. Passed unanimously.

Staff recommended approval of resolution approving special benefit tax levy of Southeastern Minnesota Multi-County Housing and Redevelopment Authority pursuant to Minnesota statutes, section 469.033, Subd. 6, and approving a budget for fiscal year 2002.

The following resolution was introduced by Commissioner Beniak, read in full and considered:

2001-4

Commissioner Guajardo moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Lodermeier and upon the roll call the AYES and NAYES were as follows:

AYES

NAYES

Jack Roberts
Robert Beniak
Leonard Lodermeier
Doug Klevos
Mary Lou Beckman
John Cole
Manuel Guajardo, Sr.

The chairperson thereupon declared said motion carried and resolution adopted.

Staff requested authorization for chair to submit comments to Minnesota Housing Finance Agency regarding the changes to the HOME Program.

Motion made by Cole and seconded by Commissioner Lodermeier to authorize the chair to submit comments to Minnesota Housing Finance Agency regarding the HOME Program restructuring. Passed unanimously.

Staff updated the Board on the status of the agencies letter to the Attorney General regarding HR tax levy authority.

Staff updated the Board on levy amounts awarded by various counties. Wabash county granted the same levy as 2001, \$68,793.00. Winona county awarded a 4% increase over 2001,

\$155,051.00. Goodhue county awarded \$220,761.00.

Staff updated the Board on City of Winona Habitat for Humanity request for assistance in developing townhomes and single family homes for sale. A joint powers agreement is being explored with the City of Winona HRA.

Staff updated the Board on Winona County Challenge Grant application. It is the HRA's intent to initially identify six lots and construct six affordable homes at a cost of about \$500,000.00. This is to be used in a revolving manner until funds are exhausted.

There being no further business to come before the Board, on motion duly made by Commissioner Cole and seconded by Commissioner Lodermeier, the meeting was adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at a regular meeting on August 15, 2001, at which a majority of the members of said Board was present.

(SEAL)

Mary Lou Beckman, Secretary